

MARGARET DONNELLAN TODD COUNTY
LIBRARIAN

December 6, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF TEMPORARY PERSONNEL SERVICES AGREEMENT FOR
PUBLIC LIBRARY
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign the attached agreements with AppleOne Employment Services, Helpmates Staffing Services, and Ladera Career Paths, Inc. at an estimated annual cost of \$400,000 for the provision of temporary personnel services for a term of two (2) years, with two (2) one year renewal options and month-to-month extensions, not to exceed a total of six (6) months. These agreements shall become effective upon your Board's approval or January 1, 2006, whichever is later.
2. Authorize the County Librarian to exercise the renewal options and month-to-month extensions not to exceed six months under the terms of the agreements at her sole discretion and to increase expenditures, not to exceed twenty percent (20%) of the estimated annual cost for a particular contract year based on an increase in unanticipated work.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Public Library to continue to provide temporary personnel support services on an as-needed basis in order to meet peak and critical workload demands, provide coverage during sick leaves and family leaves, and assist in special projects and during emergencies. The current agreements for temporary personnel services will expire on December 31, 2005.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal responsibility, and organizational effectiveness.

FISCAL IMPACT/FINANCING

We anticipate an annual expenditure of approximately \$400,000 based on projected usage of temporary contract personnel in the current fiscal year. The contract documents inform the recommended contractors that the County guarantees no minimum usage of the agreement. The contracts do not include any cost-of-living increases.

The cost for these agreements will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These agreements will replace existing contracts for temporary personnel services that will expire on December 31, 2005. All requirements of the California Government Code 31000.4 for contracting of temporary services have been met and there is no conflict of interest. On final analysis and consideration of these awards, the recommended contractors were selected without regard to gender, race, color, creed, or national origin.

These agreements contain a provision which requires the contractors to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the agreements.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreements as these agreements are for non-Proposition A services.

The agreements include all currently required contracting provisions and have been properly executed by the recommended contractors. The attached contracts have been reviewed by CAO-Employee Relations and approved as to form by County Counsel.

CONTRACTING PROCESS

On August 15, 2005, proposals were solicited from the Public Library's proposers list, (Attachment A) which includes contractors listed on the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the Office of Small Business web site. The CBE information is summarized in Attachment B.

The Public Library received six proposals on September 20, 2005. The proposals were rated by the Public Library's evaluation committee according to business experience, financial resources, ability to perform the required work, and cost to the County. The Department is recommending the award of agreements to the three highest rated responsive contractors: AppleOne Employment Services, Helpmates Staffing Services, and Ladera Career Paths, Inc.

IMPACT ON CURRENT SERVICES

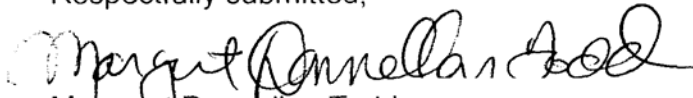
If the proposed agreements are not approved by the Board, the Department's ability to handle critical work assignments could be negatively impacted. The Department needs to retain the ability to obtain temporary personnel to meet critical short-term needs, to meet intermittent peak workload demands, and to obtain specific expertise which the Department does not possess.

CONCLUSION

The temporary contract services provided under these agreements provide a viable option for the Public Library where the utilization of regular County employees is not feasible or is impracticable. These agreements will provide the Public Library with flexibility to maintain operations with little disruption to Library operation and valuable expertise not available in the Public Library Department. Continuation of the program is therefore essential to the needs of this Department.

Please return a conformed copy of the adopted Board Letter and the agreements to the Public Library, and Office of the County Counsel, Attention: David Beaudet, 201 Centre Plaza Drive, Suite 1, Monterey Park, CA 91754. In addition, please return two fully conformed copies of the agreement with original signatures to the Public Library.

Respectfully submitted,



Margaret Donnellan Todd
County Librarian

MDT:DF:RG:TVF:jm

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Attachments

C: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors
Auditor-Controller